

HQ
OLD

S E C R E T

DETACHMENT "H"

10 July 1971

STANDARD OPERATING PROCEDURE

H-50-8 This SOP supercedes H-50-8 dated 6 June 1967

DISPOSITION OF PREFLIGHT/POSTFLIGHT AND MISSION CHECKLISTS

1. PURPOSE: To establish the procedures for the disposition of preflight/postflight and mission checklists.
2. SCOPE: The provisions of this SOP are applicable to all sections/personnel whose specialty requires the use of preflight, postflight and/or mission checklists.
3. RESPONSIBILITY: The Director of Operations, the Director of Materiel and the Chief of Security are responsible for insuring that applicable checklists are prepared by the sections under their jurisdiction. The Director of Operations will be responsible for insuring that all completed Operations/Materiel checklists are properly maintained and filed. The Chief of Security will be responsible for insuring that Security checklists are properly maintained and filed.

4. PROCEDURES:

a. Collection:

- (1) The Director of Materiel will insure that all applicable maintenance pre and post flight checklists are completed, collected and delivered to Operations for filing not later than twenty-four (24) hours after launch.
- (2) The Director of Operations will insure that all preflight/postflight and mission checklists used by Flight Planning, Intelligence, Life Support, Command Post (Other than [REDACTED] and Mobile Control are properly completed, collected and filed.
- (3) Checklists applicable to operational mission sterilization and security will be collected and filed separately by the Chief of Security, in accordance with prescribed procedures.

b. Disposition:

	ACT	INFO
DFA		
PLANS		
D/TECH		
OXC		
IDNA		
SS		
MU		
WS		
INTEL		
AS		
COMMO		
CC		
FILE		

Training Missions: All operations/maintenance checklists pertinent to training missions will be filed by the Flight Planning Section. These records will be retained for a minimum of thirty (30) days. Flight data information may be retained at the discretion of Flight Planning as long as a valid requirement exists. Training mission briefing/debriefing tapes may be erased after the flight has been successfully completed.

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- (2) Operational Missions: All operational mission checklists (Except as indicated in Para 4,a,(3)) plus pertinent flight data, messages and briefing/debriefing tapes will be filed in the Operations Office. Records will be retained for one (1) year and then destroyed.



[Signature] Detachment Commander

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